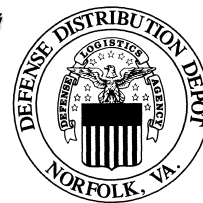




# SUPPLY CHEST



December 17, 1999

Navy Core Values: Honor, Courage, Commitment

Vol. 51 No. 23

## 'Tis the season to decorate the office



**Debbie West (left) and Cheryl Evans from the DDNV Commander's office decorate the entrance to the DDNV conference room in preparation for the holiday season. The Norfolk Center Welfare and Recreation Association sponsored an office decorating contest and a Christmas essay contest to spur Centerites to get into the Yuletide spirit. "Ho-Ho-Ho and a Merry Christmastide all!"**

## New online financial services coming for feds, military, and retirees; will save time and hassles

The Department of Defense announced that beginning in February 2000, military members, civil service employees, and retirees will have online capabilities to do the following: change federal income tax withholding; start, stop, or change allotments; change their correspondence address, and update information for financial institution electronic fund transfers. These changes will also still be able to be made by telephone. The new system – Employee/Member Self Service (EMSS) – will offer military and federal members and retirees much quicker service, say officials of the Defense

Finance and Accounting Service (DFAS).

DFAS will make EMSS available in two phases. The service will send letters to DoD retirees and surviving annuitants, and to Marines and civilian employees – these will comprise the first group who will have EMSS access. Soldiers, sailors and airmen will be able to use the system a few months later. Those being notified by letter will receive temporary identification (PIN) numbers, which can then be customized when the individual first uses the system, officials said. The letter will also give customers a website address

## NAVSUP announces senior officers' orders

The Naval Supply Systems Command recently announced some senior Supply Corps officer moves scheduled to take place in calendar year 2000. Captain Alan S. Thompson, FISC Commanding Officer, will take over as Commanding Officer of the Fleet Material Support Office in Mechanicsburg, Penn. Capt. Thompson will be relieved as FISC Commanding Officer by Capt. Bill Kowba, who will report from the Office of the Chief of Naval Operations (N41). FISC's change of command is scheduled for June 23.

Capt. Bob Mundell has received orders to take over command of the Naval Transportation Support Center (NAVTRANS), relieving Capt. Mark Brown. Capt. Mundell will report from the Commander, U.S. Navy Central Command.

and a toll-free number to access the system. The military services' current individual telephone systems for members will eventually be rolled into the DFAS self-service system.

## Last Supply Chest for 1999

The Supply Chest and FISC Public Affairs staff wishes all Centerites a happy holiday season and best wishes for a safe and prosperous new year! This is the last Supply Chest for 1999 – the next Supply Chest will come out on Friday, Jan. 7, 2000. The deadline for inputs for that issue is noon on Thursday, Dec. 30. See you next year!

# Bravo

# Zulu



*Petty officer 2<sup>nd</sup> Class Aninze Awanna receives her "temporary" discharge papers from FISC Executive Officer, Capt. Robert L. Howard, upon her recent two-year reenlistment. Petty Officer Awanna is a storekeeper with Code 105.3.*



*Albert E. James from DDNV Code T receives congratulations and a certificate from Defense Distribution Center Norfolk Commander, Capt. Dick Trowbridge. Mr. James' was recognized for his 30 years of federal service.*



*Defense Distribution Depot Norfolk Code T's Delores B. Clemons is congratulated by DDNV Commander, Capt. Dick Trowbridge, for her 30 years of federal service.*



*Key persons helping DDNV exceed its CFC goals are thanked by DDNV Commander, Capt. Dick Trowbridge. They are (l-to-r) Jackie Meadows, Capt. Trowbridge, James Pearce, Tamara James, William Maxwell, Deatrice Mercer, Jackie Sims, and Byron Collins.*

**FISC**



**SUPPLY CHEST**



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**DDNV**

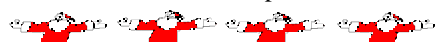
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## *Is it worth playing roulette with your livelihood?*

Newspapers are reporting increasing incidents of inappropriate use of e-mail and the Internet by employees of both private and public organizations. Last month the *New York Times* fired 20 employees for spreading pornographic material on the company's e-mail system. On Saturday, Dec. 4, the *Virginian-Pilot* reported that approximately 1,000 employees were questioned and over 500 disciplined at the NAVICP in Mechanicsburg, Penn., for transmitting sexually explicit material via e-mail. Discipline ranged from letters of reprimand and admonishment to two-week suspensions.

Fleet and Industrial Supply Center, Norfolk, has clearly established policies regarding use of the Internet and the FISC e-mail system. These policies strictly prohibit accessing, storing, viewing or distributing pornographic, profane, and off-color or questionable material, and are posted on official bulletin boards throughout the command. Numerous federal criminal statutes also apply to the transmission of child pornography via the Internet. The right and ability of employers, including FISC, to monitor and document Internet and e-mail usage creates a very effective means of policy enforcement.

The line that separates the sanctioned use of FISC Internet and e-mail resources to conduct government business from prohibited and potentially unlawful pornographic uses is very clear. As recent events indicate, employees who cross over that line do so at their own peril.



Holiday thought . . .

***"Eat, drink, and be merry,  
for tomorrow ye diet!"***

— Lewis Henry

**"... and the pace of operations is quickening ..."**



***Petty Officer 2nd Class Terry Booth, a postal clerk with FISC's Fleet Mail Center, loads priority packages bound for Iceland. Work is rapidly picking up as the mail center readies itself for the onslaught of Christmas mail to and from the fleet.***

## **Sending objectionable material via e-mail is no joke**

Anyone using a government computer and e-mail account to exchange off-color humor, stories, and objectionable or lewd graphics should understand the serious consequences if caught. Recently, 500 NAVSUP-affiliated workers at the Naval Inventory Control Point in Mechanicsburg, Penn., and in Philadelphia received punishments ranging from two-week suspensions (without pay, obviously) to letters of admonishment in personnel files (a show stopper for promotions) for the unauthorized use of official e-mail accounts to distribute objectionable jokes, and sexually explicit pictures and cartoons.

According to Associated Press reports, more than 1,000 employees were questioned during the six-month investigation, which began with a complaint from a worker about the objectionable material being distributed via the two commands' electronic mail systems.

Prior to his departure for Naval Supply Systems Command, former FISC Executive Director Paul Peters emphasized that electronically distributing questionable material via FISC e-mail or the LAN was prohibited, and for two consecutive issues, the *Supply Chest* (editions of Oct. 22, and Nov. 1, 1999) published the rules and guidelines governing the use of FISC computers and e-mail, etc.

While e-mail is a more informal medium than official printed memoranda of days gone by, everyone should remember that – despite its informality – an e-mail message sent on a government computer is still considered an official document, and as such must conform to the professional standards expected of any interoffice or interagency documents. If you would not want your supervisor, department head, or commanding officer to see what you are sending via e-mail, chances are you are performing an unauthorized or illegal act – it will eventually catch up with you. The FISC LAN now has firewall "filters" which, along with other system software, electronically block the distribution of material containing key objectionable words or phrases. Centerites are also reminded that every FISC computer is monitored as to the Web sites accessed by the user, 24 hours a day, seven days a week.

## **Supplemental Electronic Mail Usage Policy**

The Fleet and Industrial Supply Center (FISC), Norfolk, reserves the right to monitor and/or log all network activity, with or without notice, including electronic mail (e-mail) and all web site communications. Therefore, users should have no reasonable expectation of privacy in the use of these resources. This policy applies to all employees and contractors who have access to the command's e-mail system.

### ***Permissible Uses***

All uses not prohibited by law, regulation, instruction, or command policy.

Communication and information exchanges relating to the Command's mission, charter, and work tasks.

Incidental personal use that does not require substantial expenditures of time or use of equipment and does not create a direct cost for the Command.

### ***Prohibited Uses***

Introducing classified information into an unclassified system or environment

Distributing classified, proprietary, sensitive, For Official Use Only, or Privacy Act protected information in violation of established security and information release policies

Mail that is defamatory, pornographic, profane, sexually-oriented, threatening, or racially offensive

Mail that harasses or intimidates others

Mail that interferes with the ability of others to conduct business

Mail that serves as advertising or solicitation

Mail used for illegal or wrongful purposes (e.g., perpetuate fraud)

Mail that writes, initiates, participates in, or forwards chain letters

Mail used to collect or transmit material restricted or prohibited by federal, state, or local law or regulations

Mail which sends software or other materials obtained in violation of the appropriate vendor's patent, copyright, trade secret or license agreement

Mail posted without the original author's consent (excludes normal e-mail forwarding)

Mail posted for malicious intent

Attempts to gain access to another employee's mail without that person's express permission

Mail used for personal monetary gain or for commercial purposes (no business purpose)

Personal use of e-mail that creates a direct cost for the Command

Personal encryption of mail that does not meet regulatory specifications

Anonymous mailings

Allowing someone else to use your account

Communication which adversely impacts the Command's communications by overloading the network

Invading the privacy of individuals

Vandalizing the data or information of another user

"Spoofing"--constructing an e-mail communication so it appears to be from someone else

"Snooping"--obtaining access to the files or e-mail of others to satisfy idle curiosity (no business purpose)

"Spamming"--mailings to large numbers of people that contain unwanted solicitations or information

"Masquerading" as or using an account owned by another user

### ***Disciplinary/Administrative Action***

Any prohibited use of e-mail is in violation of command policy. Appropriate disciplinary or administrative action will be taken against any individual found to have engaged in prohibited or inappropriate uses.



## Practice Holiday shopping safety

*The holiday season is busy not only for retailers, but also for thieves who prey upon shoppers. Make your holiday shopping a safe experience by following these crime-prevention tips.*

There is safety in numbers. Shop with a friend when possible.

Don't be shy; ask for help. Ask a security guard to accompany you to your car at night.

Stay in public places. Don't take shortcuts.

Don't leave children unattended or let them roam alone.

Your property isn't worth risking your life. If a robber approaches, cooperate if reasonably possible.

Carry only small amounts of cash.

Never leave valuables unattended or visible in an empty car.

Park in well-lighted areas near your destination.

Have keys in hand when you return to your car.

Walk in parking lot aisles, not near parked cars.

Shop before dark if possible.

Never park in an unlighted lot.

Always lock your car and roll up the windows.

Teach your children to go to the store clerk or security guard to ask for help if you become separated.



## Christmas was not always in December

Christmas celebrates the birth of Jesus, but the actual date on which he was born is not known. So, for more than 300 years Christmas was observed at varying times of the year – in January, April, even in May. Finally, in the fourth century, Pope Julius I declared Dec. 25 as Christmas Day. His reason? The date coincided with the pagan rituals of the Winter Solstice, or Return of the Sun, which the church wished to replace with a Christian celebration.



## Protect property and gifts during the holidays

- \* Don't display gifts where they can be seen from the outside.
- \* Store gifts out of sight before leaving the house or taking a trip.
- \* Close drapes/blinds when taking short trips, but leave a light on.
- \* Put inside/outside lights on timers when home is unattended to keep your home from looking abandoned.
- \* Install additional locks on French doors.
- \* Alert your neighbors if you are going to be away from home.
- \* Make sure trash and debris do not accumulate and make sure grass remains trimmed.

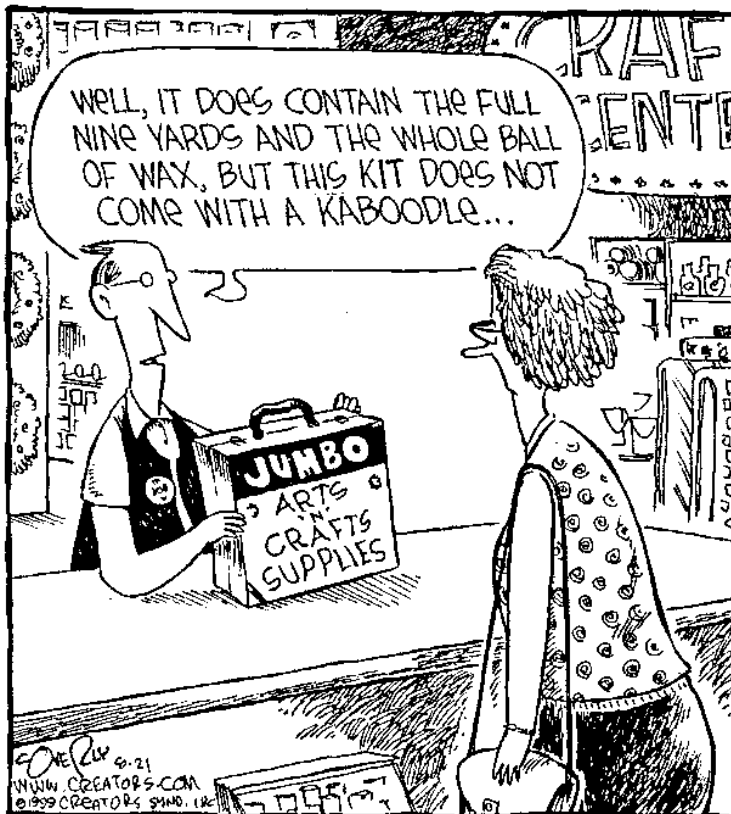
## Something was missing!

A printer error resulted in an article being omitted from the Dec. 3, 1999, *Supply Chest*. The article, missing from page 6, was about the holiday essay and office decorating contests sponsored by the Welfare and Recreation Association (WRA).

Also, on page 6 in the "Holiday facts" section, a sentence was dropped which explained how "X-mas" came to represent Christmas. X was the ancient Greek symbol for "Christ."

## SPEED BUMP

Dave Coverly



**Let's NOT make a deal . . .**

## **Beware of making an unauthorized commitment**

*What is an unauthorized commitment?* Only an official with actual authority – such as a contracting officer – can bind the government to a contractual obligation. However, there are occasions when a contractor provides goods and services to the government because a government official or employee, without authority, asked or made a commitment for goods or services. Such a commitment is termed an unauthorized commitment because it was not made by someone who has contractual authority. Federal Acquisition Regulations (FAR) define an unauthorized commitment as an agreement that is not binding solely because the government representative who made it lacked the authority to enter into that agreement on behalf of the government.

An example of a situation which could lend itself to an authorized commitment would be an office copier. Let us suppose a member of the office is using that copier and it runs out of toner. On the front of the copier is an information plate indicating whom to call for service or supplies – the person using the copier thus calls the company for toner, thinking that is what is supposed to be done. After the toner has already been delivered, the individual discovers the toner is a supply item which should have been purchased via the Navy Smart Card. The office worker has therefore unknowingly made an unauthorized commitment.

*How prevalent are they (unauthorized commitments) in the Fleet?* The Fleet does a better job on controlling unauthorized commitments than shore activities. From the beginning of fiscal year 1999 to last summer, only one Fleet activity had an unauthorized commitment, while shore activities had 18.

*Can an unauthorized commitment ever be “authorized,” and if so, under what circumstances?* Yes, through ratification. Ratification is the act of approving an unauthorized commitment by an official who has the authority to do so, for the purpose of paying for goods or services provided to the government from an unauthorized commitment. The ratification process begins with the preparation of the ratification package by the activity making the unauthorized commitment.

*Could one unknowingly make an unauthorized commitment?* Yes – there could be a misunderstanding between an individual and the contractor, so when dealing with a contractor a federal worker must explain he or she is not authorized to contractually obligate the government and that he or she is just getting information such as pricing, availability, etc.

*What are the consequences of making an unauthorized commitment?* An individual making an unauthorized commitment could be made to pay out of pocket for the goods or services delivered, disciplinary action could be taken against the person, or he or she could be terminated – consequences obviously depend upon the circumstances and seriousness of the unauthorized commitment.

## **Celebrating the new year March? They used to . . .**

The celebration of the new year is the oldest of our holidays. It was first observed about 4,000 years ago in ancient Babylon. The Babylonian new year, however, began on what is now March 23 – a logical date – since that is the start of spring, a time for planting seeds. The new year continued to begin in the spring through Roman times, until Julius Caesar established the 365-day Julian Calendar around 46 B.C., in an attempt to synchronize the year with the sun because it takes roughly that many days for the Earth to revolve around our star. The current Gregorian Calendar keeps January 1 as the start of the new year.

## **Happy Holidays from CEAP**

## **Watch your holiday spending – have a budget and stick to it!**

CEAP wishes all centerites a Happy and prosperous Holiday Season. CEAP offers the following consumer credit counseling service tips on how to control holiday spending.

*Create a plan.* How much can you afford to spend? Once deciding, write down the amount and stick to it!

*Include all holiday expenses in your budget.* While gifts first come to mind, don't forget holiday meals, gift wrapping, greeting cards, postage and travel expenses.

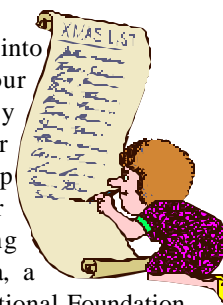
*List your gift recipients.* Does it include all relatives or just those who still write Santa? How about co-workers, neighbors, club members, and sale prospects? Once you decide, write the names, divide them into categories, and decide how much you want to spend on each category.

*Set aside shopping time.* Start today to avoid the holiday rush. Nothing is worse than seeing an item advertised for considerably less than what you paid for it.

*Stick to your budget.* As the holiday nears, you may be tempted to buy that new gizmo. Don't – stick to your budget.

If you do get into credit debt “over your head,” get money management or budgeting help from the Consumer Credit Counseling Service of Virginia, a member of the National Foundation for Consumer Credit. You can schedule an appointment by calling call 531-2227.

Centerites are reminded CEAP offers numerous cost-free, professional counseling services to employees and immediate family members of FISC, NAVTRANS, FOSSAC, DIPIC, and ILO. For information call Veronica Thomas at 443-1049 or 443-1490.



## ***FISC military members earn LOAs for Floyd victims' relief drive***

The below FISC military members were recently awarded Letters of Appreciation for their contributions to aiding victims of Hurricane Floyd last September. Their letters recognized the time and efforts above and beyond what was expected when they participated in the Hurricane Floyd Flood Relief Drive. The citation read in part, "In recognition of your support of the Flood Relief Drive after Hurricane Floyd, held at the Fleet and Industrial Supply Center (FISC), Norfolk. Your dedication and involvement as a volunteer in gathering donations for those in need reflect great credit upon yourself and FISC Norfolk...your time and efforts have not gone unnoticed."

Recognized were:

LT Hyung Jackson  
SKC Brenda Gilliehan  
SKC Theodore Jamison  
PCC Charles Lilly  
SK1 Keith Durham  
PC1 Clarence Oliphant  
GM1 Richard Karalius  
PC2 James Jones  
SK2 Georgia Taylor  
SK3 Jennifer Ittner  
SK3 Jennifer Roddey  
SKSN Gene Jones  
SKSA Kione Davies

*At right, SKSN Gene Jones stages a box of material to be delivered to victims of Hurricane Floyd. In the below photo is an overall warehouse view showing the amount of donated goods and the daunting task facing volunteers who had to separate the material and package it for shipment to Hurricane Floyd flood victims. In the photo at the bottom, SK3 Jennifer Ittner, SKSA Kione Davis, and SK3 Jennifer Roddey package a box of material to ready it for shipment to hurricane victims – thousands in southeastern Virginia and in the Carolinas lost everything not because of the hurricane, but from the resulting flooding. In the photo at bottom left, SKC Theodore Jamison stacks boxes of donated items ready for delivery to hard hit communities.*



## New Craney Island fuel tanks are in final construction phase

The Craney Island Fuel Depot continues to be a busy site as far as construction is concerned. Several new tanks are in their final stages of construction – two of the new tanks will be operational in March 2000. Each of the new tanks is 52 feet tall and 150 feet in diameter and will hold 6.3 million gallons of product (weighing more than 50 million pounds!)

In terms of construction, each new tank is built on a concrete slab which required more than 432 piles (14 inches by 14 inches by 105 feet), 17.5 tons of reinforced steel and 1,000 cubic yards of concrete, and each tank required more than 550 tons of welded steel!

A dozen outdated, 2.1-million-gallon underground storage tanks have already been demolished, with 11 others scheduled for demolition once all four new tanks are turned over for Fuel Terminal Operations. The military construction project (MILCON) was not limited to building new tanks – included is the construction of two 14-inch JP5 lines to pier Charlie, and the



*Two of the new fuel tanks being built should be operational in March of next year.*

demolition of more than 20,000 feet of above ground piping. The MILCON also includes taking out of service and cleaning 40,000 feet of underground piping. Fourteen obsolete electrical vaults and two obsolete pump houses will be also demolished.

The MILCON also replaced all the fuel lines on pier South Delta with 18-inch piping to increase the pumping

capability at the loading arms to more than 120 gallons per second. It also includes construction of a fuel offload truck rack, will allow for the eventual demolishing of eight 2.1-million-gallon, above-ground storage tanks.

### C-fund ends on high note

The Thrift Savings Plan (TSP) C-fund had an overall 1999 return (for the period ending in November) of 20.79 percent, despite having five down months (February saw the fund down 3.09 percent, in May it was down 2.36 percent, in July, August, and September the fund was down 3.14, 0.5, and 2.78 percent, respectively). However, the gains in the remaining months resulted in the positive return for the 12-month period.

The C-fund is an index fund, rising and falling with the Standard and Poor's 500, which tracks America's largest companies. Federal workers have \$91 million invested in the TSP, with the majority of it in the C-fund, and most of the rest in the G-fund. Overall, C-fund investments have grown four to five times that invested in the other two funds.

The other two TSP funds – the F-fund (bond index) and the G-fund (treasury securities) – for the same period had mixed showings. The F-fund was down 0.1 percent, while the G-fund returned 5.88 percent.

### ***Tentative decision to contract out DFSP Pearl Harbor fuel functions is reversed***

A Sept. 13, 1999, tentative decision by the Naval Supply Systems Command to contract out Defense Fuel Support Point (DFSP) Pearl Harbor fuel management functions has been successfully appealed and reversed, with the functions to remain in house. Trajen, Inc., of Bryant, Texas, had tentatively been awarded the contract to operate the fuel facility.

Following the tentative decision announcement to contract out the DFSP functions, the National Association of Government Employees (NAGE), representing DFSP Pearl Harbor employees, filed an appeal for review. This process protects the rights of affected parties and ensures final determinations are fair, equitable, and in accordance with Office of Management and Budget (OMB) Circular A-76, Office of the Chief of Naval Operations, and existing Federal Acquisition Regulations.

NAGE affected employees, functional experts, and Trajen, Inc., all took part in the appeal and provided written comments to the designated appeal authority. Based upon a record review and provided information, the appeal authority determined the appeal should be sustained and the function should remain in house.

The A-76 study included 48 civilian positions, and the DFSP Pearl Harbor complex consists of two locations in the Pearl Harbor region on the island of Oahu, 12 miles west of Honolulu. The fuel facility is part of Fleet and Industrial Supply Center, Pearl Harbor.